

State Employees' Group Insurance Program

Dependent Enrollment Documentation Requirements

Category	Documentation Requirements
Adjudicated Child	Judicial Support Order from a judge or a copy of DHFS Qualified Medical Support Order with the page that indicates the member must provide health insurance through the employer.
Adopted Child	Adoption certificate stamped by the circuit clerk.
Adult Veteran Child (Both IRS and Non-IRS Dependents)	A Birth Certificate*, proof of Illinois residency and an Eligibility Certification Statement. If adding the dependent for the first time, Veterans' Affairs release form DD-214 (or equivalent) is required. In addition, for tax years in which the child is age 27 or above, a copy of the member's tax return is required indicating the dependent was claimed by the member for income tax purposes.
Civil Union Partner	Civil Union Partnership Certificate and, if the partner is an IRS dependent, a joint tax return is required.
Child of a Civil Union Partner	Birth Certificate* indicating your partner is the child's parent and the civil union partnership certificate indicating your civil union with the child's parent. In addition, if the child is an IRS dependent, a copy of the member's tax return is required indicating the dependent was claimed for income tax purposes.
Disabled Dependent	(1) A diagnosis from an MD with an ICD-9 diagnosis code, (2) letter from the doctor detailing the dependent's limitations, capabilities and onset of condition, (3) statement from the Social Security Administration with the Social Security disability determination or a court order adjudicating the disability, (4) a copy of the Medicare card (5) an Eligibility Certification Statement and (6) a Birth Certificate*. In addition, for tax years in which the child is age 27 or above, a copy of the member's tax return is required indicating the dependent was claimed by the member for income tax purposes.
Legal Guardianship	Court documentation signed by a judge and stamped by the circuit clerk.
Natural Child	Birth Certificate*. The birth certificate may be from either the state or the admitting hospital as long as it indicates the member is the parent.
Other	Proof of organ transplant performed after June 30, 2000, a Birth Certificate* and an Eligibility Certification Statement. In addition, for tax years in which the child is age 27 or above, a copy of the member's tax return is required indicating the dependent was claimed by the member for income tax purposes
Spouse	Marriage Certificate or a joint tax return.
Stepchild	Birth Certificate* indicating your spouse is the child's parent and marriage certificate indicating you are married to the child's parent.

* A birth certificate is required unless already on file with your agency. Verify with your group insurance representative.

Note: A valid social security number (SSN) is required to add dependent coverage. If the SSN has not yet been issued for a newborn or adopted child, the child will be added to the employee's coverage upon receipt of the birth certificate or adoption order without the SSN. The employee must provide the SSN within 90 days of the date the coverage was requested in order to continue the dependent's coverage.